



# Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

*'Working together as one to Preserve, Promote and Protect our Sche Lang en'*

## **JOB ANNOUNCEMENT**

**JOB TITLE:** Director

Lummi Counseling Services (LCS)

**OPEN:** May 4, 2026

**EXEMPT:** Yes

**SALARY:** (14/15) \$52.92-\$68.51/hr. DOE

**SHIFT:** Day

**LOCATION:** LCS

**DURATION:** Regular Full Time

**CLOSES:** Until Filled; First Review 5/22/26

**JOB CODE:**

**DIVISION:** Administration

**DEPARTMENT:** LCS

**SUPERVISOR:** HHS CEO

**VACANCIES:** 1

**JOB SUMMARY:** The Lummi Counseling Services seeks an experienced and grounded leader to serve as the Director to provide services the diverse clients of the SUDP Program. The Director will be responsible for managing a broad range of programs that provide community-based support and direct clinical substance abuse services. The ideal candidate will oversee clinical and administrative operations across a wide span of age groups with a strong background in substance abuse treatment, leadership experience, and a commitment to making a positive impact on individuals struggling with addiction. The Director is responsible for oversight of the Healing Spirit Opioid Treatment Program, substance abuse counseling services, transitional housing case management, and refer individuals to inpatient substance abuse treatment facilities. The LCS program is licensed and certified by the Washington State Division of Behavioral Health & Recovery (DBHR). The Director is responsible for maintaining certification by enforcing all applicable regulations, policies, and ethical standards that are required by the Lummi Tribe (Attestation), and State and Federal laws to operate services. The incumbent will perform a broad range of managerial tasks including but not limited to: planning, budgeting, policy & program development, supervising managers, community reporting to the General Manager, LIBC, HFSC and the general council.

**Policy:** Policy direction is provided by the Lummi Indian Business Council (LIBC) and the Lummi Health and Family Services Commission.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES** include the following, and other related duties as assigned

### **1. Organizational Management:**

- Preparing and presenting organizational chart changes, making updates as needed;
- Monitor program achievement of Lummi Counseling Services Department performance plans and goals, and recommend improvements for expansion of new or existing services;
- Work closely with funding staff on new proposal development;
- Prepare and compile LSC quarterly reports.
- Evaluate and modify program design for the purpose of meeting licensure requirement and the needs of clients.
- Provide culturally sensitive and relevant services to diverse clients and their families.

- Perform within federal regulations of confidentiality, HIPPA, CFR 42 Part2 and NAADAC Counselor Code of Ethics established by the National Association for Alcoholism and Drug Abuse Counselors.
- Work in coordination with Clinical Supervisors to support internal quality controls processes in clinical record-keeping and reviewing processes and procedures to improve patient care and case management.

## **2. Financial Management:**

- Oversee, monitor, and assist in development of all LCS operating budgets and makes recommendations as needed;
- Monitor LCS Department expenditures and line itemized costs to ensure programs maintain balanced FY budget(s);
- Compliance to LCL Title 28 Budget and Finance Code;
- Presenting to the Health and Family Services Commission and Budget Committee the annual departmental budgets for annual budget appropriations;
- Planning and implementation of documentation for appropriate services in coordination with I.T., CFO, Healthcare Business Office Director and any other health departments and assure compliance with revenue regulations for billable services;
- Monitor revenue and revenue projections for Lummi Counseling Services Departments;
- Lead billing optimization projects in collaboration with the Business Office Director.

## **3. Personnel Management:**

- Oversee the service delivery of substance abuse counselors, OTP, peer services, intensive programs, community wraparound services; and other related programs/initiatives as assigned.
- Review and approve LCS department job descriptions;
- Recommend and approve professional development goals and identifies required licensure, credentials, certifications and training for key managers and staff.
- Work closely with LCS leadership with regard to programmatic services, staffing needs, community and public complaints on services, expansion of services, and suggestions on quality of service improvement and assurances;
- Evaluate programs managers and services, based on LIBC approved criteria and processes with constructive feedback.
- Ensuring professional service delivery to all Lummi community members, while identifying appropriate training for customer service effective communication, financial management, PAF processing, workorders, procurement process, processing timecards/ time keeping, workplace safety, maintaining a healthy work environment; and other trainings as required.
- Assure that all positions have appropriate training regarding documentation, electronic health record training, HIPAA, confidentiality, False claims act, bloodborne pathogens, mandatory reporting and any other job specific trainings.
- Ensuring all Lummi Counseling Services employees are following the LIBC Human Resources Manual and following up on any disciplinary action necessary per HR policy;
- Respond to community concerns regarding Lummi Counseling Services programs, services and employees in a timely manner;
- Ensure programs are providing wraparound support to the community including but not limited to: Lummi Nation School, Lummi Youth Social Services, Lummi Employment and Training Center, Lummi Family Wellness Court, Lummi Drug Court, Lummi Transitional Homes program, the Whatcom County Jail.

#### **4. Administrative Elements:**

- Submit reports, proposals and resolutions (as needed) to GM, LIBC and Health Commission.
- Seek out grant opportunities for applicability to LCS Programs, for possible expansions of services;
- Assist in writing/rewriting/updating operational manuals for licensed programs following required standards as applicable.
- Review existing policies annually and present policy changes to the HFSC for approval
- Making sure that all facilities are following any attestations, and also ensure that all residential facilities meet the license requirements of the LCL Title 41 Residential Facilities Licensing Code;
- Other duties as assigned

#### **MINIMUM QUALIFICATIONS:**

- Master's degree in a Human Services field, Social Work, Health Care Administration, Business Administration, Counseling or Public Health, and verification of 3 years of experience in direct service delivery or as a first-line supervisor for direct service providers, 3 years of supervision experience; preferably experience in a Tribal Health program.
- **OR** bachelor's degree in a Human Services, Counseling, Social Work, Health Care Administration, or Business and verification of 5 years of experience in direct service delivery or as a first-line supervisor for direct service providers, 3 years of supervision experience; preferably experience in a Tribal Health program.
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

#### **KNOWLEDGE, ABILITIES AND SKILLS:**

- Ability to maintain strict confidentiality at all times
- Demonstrate ability to honor and respect the beliefs, language, interpersonal styles, and behaviors of individuals and families receiving services, as well as staff who are providing such services.
- Demonstrate proficiency in clinical evaluation, individual and group counseling skills as well as treatment planning and keeping with Lummi
- Prior administration and/or work experience in substance abuse treatment
- Ability to communicate verbally and in written format utilizing Word processing capabilities
- Proven positive program management track record for multiple programs in the healthcare field
- Understanding the process of Licensing residential and inpatient treatment facilities.
- Strong leadership skills, including goal development and strategic planning, motivational skills, capacity building and teamwork.
- Flexible; ability to learn new ideas, concepts and staying aware of new trends
- Proficiency and knowledge of computer software programs such as Microsoft Office (Word, Excel, Access, Power Point), for programmatic and fiscal reporting.

#### **REQUIREMENTS:**

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol-Free Workplace Policy.
- This position requires regular contact with or control over Elders and Vulnerable Adults in a transitional residential setting and is therefore subject to successful and extensive criminal background check, CAMIS background check.

- Verifiable experience writing successful grant applications, implementing new grants, and managing grant reporting.

**TO APPLY:**

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail [libchr@lummi-nsn.gov](mailto:libchr@lummi-nsn.gov) For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.